



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



## **REQUEST FOR QUOTATION**

### **Supply and Delivery of Carpentry Materials**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CFMD-26-00034  
Date of Posting/Canvass : 03/03/2026  
Deadline of Submission : 03/06/2026 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱975,267.00

**Kindly refer to the attached Terms of Reference for details and other conditions.**

#### **Please be guided by the following:**

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.

#### **Documentary Requirements:**

1. Signed Formal Quotation/Proposal (using Supplier's Letterhead) indicating the Brand and Model being offered to prove compliance with the required technical specifications;
2. Proof of PhilGEPS Registration;
3. Valid/Updated (2026) Mayor's/Business permit;
4. Omnibus Sworn Statement [with eleven (11) statements] (For ABC's above P50K);
5. Secretary's Certificate as applicable for Partnership and Corporation;
6. Annual Income Tax Return (ITR) – BIR Form 1702-RT (For ABC's above P500K);
7. Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
8. Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative); and
9. Samples/Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR/SOW / TS.

For submission of proposal and any inquiry, you may contact the following personnel:

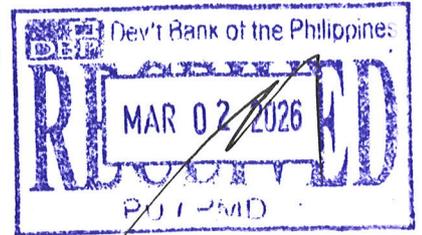
**EDWARD M. RAZON / [pimd-pu-capexteam@dbp.ph](mailto:pimd-pu-capexteam@dbp.ph) / 8818-9511 local 2603 / 0917-859-2388**

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Carpentry Materials



I. **Approved Budget for the Contract (ABC): ₱975,267.00** (inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

Item	Item and Technical Specifications	Quantity	Unit Cost	Total Cost
<b>Lot 1 – Woods</b>				
1	Ordinary Plywood: 1/4" x 4' x 8'	300 PCS	438.00	131,400.00
2	Ordinary Plywood: 1/2" x 4' x 8'	150 PCS	775.00	116,250.00
3	Tanguile, KD, S4S, 1/2" x 2" x 12'	300 PCS	134.00	40,200.00
4	Tanguile, KD, S4S, 1" x 2" x 12'	200 PCS	190.00	38,000.00
5	Tanguile, KD, S4S, 2" x 2" x 12'	300 PCS	380.00	114,000.00
6	Tanguile, KD, S4S, 2" x 3" x 12'	400 PCS	571.00	228,400.00
<b>Sub-Total Lot 1</b>				<b>₱668,250.00</b>
<b>Lot 2 – Screws</b>				
1	Gypsum Screw, 1/8" x 3/4"	2000 PCS	0.30	600.00
2	Gypsum Screw, 1/8" x 1"	2000 PCS	0.35	700.00
3	Screw, Round Washer Head, 1/8" x 5/8"	2000 PCS	0.45	900.00
4	Screw, Pointed, 1/8" x 5/8"	2000 PCS	0.45	900.00
5	Wood Screw, Black, Pointed, 1/8" x 3"	2000 PCS	1.65	3,300.00
6	Wood Screw, Black, Pointed, 1/8" x 2"	2000 PCS	0.60	1,200.00
7	Metal Screw, Black, 1/8" x 3"	2000 PCS	1.90	3,800.00
8	Metal Screw, Black, 1/8" x 2"	2000 PCS	0.76	1,520.00
<b>Sub-Total Lot 2</b>				<b>₱12,920.00</b>

Conformed by:  
Company: \_\_\_\_\_

Signature over  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



Lot 3 – Miscellaneous Carpentry Materials				
1	Finishing Nails, 3/4" Approx. 25kg. per Keg	1 keg/s	3,835.00	3,835.00
2	Finishing Nails, 2" Approx. 25kg. per Keg	4 keg/s	1,878.00	7,512.00
3	Finishing Nails, 3" Approx. 25kg. per Keg	4 keg/s	1,800.00	7,200.00
4	Blind Rivet, 1/8" x 1/2"	5 boxes	220.00	1,100.00
5	Blind Rivet, 1/8" x 5/8"	5 boxes	260.00	1,300.00
6	Blind Rivet, 1/8" x 3/4"	5 boxes	330.00	1,650.00
7	Cutting Disk, For Metal, 4" x 1.0mm x 5/8"	300 PCS	35.00	10,500.00
8	White Sand (Bistay), Approx. 10-12 kg per sack	1000 PCS	45.00	45,000.00
9	Concrete Hollow Block, 5"	500 PCS	32.00	16,000.00
10	Corrugated Bar, 12 mm x 6m	75 PCS	254.00	19,050.00
11	Corrugated Bar, 10 mm x 6m	75 PCS	176.00	13,200.00
12	Contact Cement, All Purpose	30 gal	999.00	29,970.00
13	Door Closer, Max. Door Weight 80kg	10 PCS	1,950.00	19,500.00
14	Hack Saw Blade, 18 teeth	100 PCS	40.00	4,000.00
15	Cyanoacrylate Adhesive, Clear, 1 gram per tube	150 PCS	60.00	9,000.00
16	Double Adhesive Foam Tape, 1" x 10m length	20 rolls	155.00	3,100.00
17	Welding Rod, N6011, 2.5mm	20 kg	230.00	4,600.00
18	Welding Rod, E7018, 2.5mm	20 kg	220.00	4,400.00
19	Wood/Parquet Glue, 1 Liter	30 PCS	252.00	7,560.00
20	Stainless Cylindrical Hinge, 3/4" x 19mm	50 PCS	290.00	14,500.00
21	Homogeneous Tiles, White, 60 x 60cm	100 PCS	450.00	45,000.00
22	Tubular Steel, 1" x 1" x 20'	20 PCS	431.00	8,620.00
23	Silicon Gun	50 PCS	350.00	17,500.00
<b>Sub-Total Lot 3</b>			<b>₱294,097.00</b>	
<b>Grand Total</b>			<b>₱975,267.00</b>	

**Notes:**

- Supplier may quote on any lot or for all Lots.
- Project shall be awarded to the Supplier with the lowest total offer per lot, subject to the condition that the offer amount shall not exceed the set ABC per item.
- The Brand and Model (if applicable), Technical Specifications, Unit Cost, Total Cost (per item), and Lot Cost should be indicated in the proposal/quotation for evaluation of compliance with DBP technical specifications.

TERMS OF REFERENCE - Supply and Delivery of Carpentry Materials

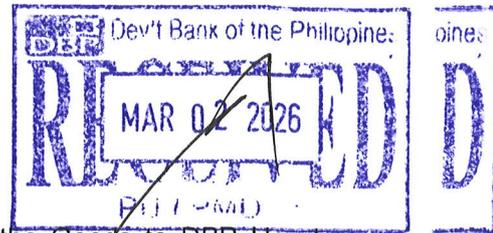
Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



### III. Other Requirements:

1. All expenses to be incurred during delivery/shipment of the Goods to DBP Head Office, Makati City shall be borne by the supplier.
2. Supplier must ensure that all items are brand new, and the **Ordinary Plywood** are in conformance to the Philippine National Standard (PNS) and in compliance with the Bureau of Philippine Standard (BPS) Mandatory Product Certification Schemes whether locally manufactured or imported.

### IV. Conditions of the Contract

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered are found to be defective and not in accordance with the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.
3. **Delivery Period:** The Supplier shall deliver the items within thirty (30) calendar days after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit-Procurement, and Inventory Management Department (IMU-PIMD) Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. **Warranty:** Three (3) months against factory defects

### V. Payment:

1. Payment shall be processed after completion of delivery subject to submission of the complete documents for payment (e.g. Invoice, Billing Statement/Statement of Account, Certificate of Acceptance as applicable).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

### VI. Documentary Requirements:

Interested Supplier/s must submit the following:

- a. Proposal/Quotation with brochure or data sheet (if applicable) for the items being offered to prove compliance with the required technical specifications
- b. Proof of PhilGEPS Registration
- c. 2026 Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. Secretary's Certificate (for supplier under partnership/corporation)
- f. Signed DBP Data Privacy Consent Form
- g. Income/Business Tax Return for the past six (6) months

TERMS OF REFERENCE - Supply and Delivery of Carpentry Materials

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Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Recommended by:

**SIGNED**

**AM ANDREW G. CRISTOBAL**  
Concurrent OIC, CFMD-RMU  
Per Office Order No. 003 dated 01/6/2026

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Approved by:

**SIGNED**

**SM EDWIN C. DIZON**  
Concurrent OIC, CFMD  
Per Office Order No. 003 dated 01/6/2026



Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



Name of Project	Supply and Delivery of Carpentry Materials
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I, \_\_\_\_\_, (Address) \_\_\_\_\_,  
(Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.